

Development Application

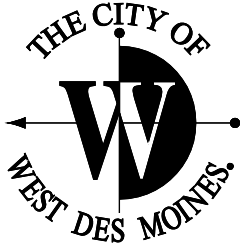
MINOR MODIFICATION LEVEL 1

**(Minor Modification to a Previously Approved
Site Plan or Architectural Change)**



Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application can be found on the City's website: <http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST:

X Minor Modification Level 1 (MML1)

When Applicable - Minor Modification Level 1 applications may be utilized to allow minor adjustments or modifications to a previously approved Permitted Conditional Use or Site Plan. The Minor Modification Level 1 process is appropriate for projects which meet any of the following criteria:

1. Modifications to on-site circulation drives, parking, and loading or service areas that do not increase the net impervious surface area more than two thousand (2,000) square feet;
2. Placement or changes to walls, fences, and retaining walls that do not affect existing topography or drainage.
3. Modifications to landscaping that do not affect existing topography or drainage;
4. Modifications to wall facades, reconfiguration and/or addition of architectural features, colors, finishes or materials that do not compromise the established theme or otherwise makes the structure inconsistent with the architectural design, color, or materials of other structures within the same development or surrounding area;
5. Entry vestibules necessary to meet Energy Code requirements and which are no larger than necessary to accommodate accessibility standards;
6. Installation of trash enclosures and associated screening;
7. Installation of back-up generators and associated screening; and
8. Additions of or expansions of decks and patios for permitted uses.

Fee Amount: _____

Date Submitted: _____

Case Planner: _____

Case #: _____

OFFICE USE ONLY:

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Property legal description (attach separate sheet if lengthy): _____

Net Impervious Surface Added to Site: _____ sq. ft.

Project Description: _____

CONTACT INFORMATION

Property Owner Name: _____

Property Owner Company: _____

Owner Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Representative (If not the applicant): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE ORIGINAL SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, AND NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non-residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

Notary:

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent

(Use only if the applicant is different from Property Owner.)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

Notary:

State of: _____

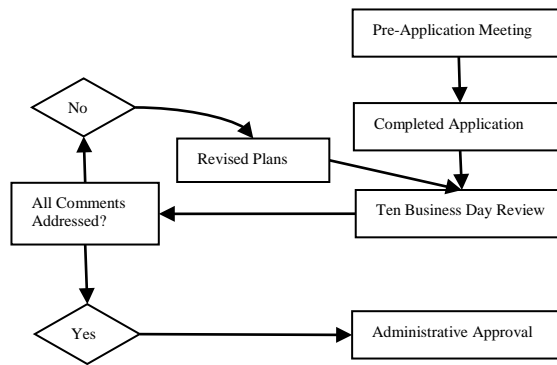
County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

MINOR MODIFICATION – LEVEL 1



City Of West Des Moines Submittal Requirements

Fees - full fees are due at time of submittal

- ☐ \$85.00 Application fee (all projects)
- ☐ \$100.00 Traffic Study fee (for patio or deck expansion)

A. Please include with your application:

1. ☐ A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review.
2. ☐ One (1) 8½"x11" location map showing the location of the property. This can be an aerial copy from an on-line source.

B. Your submittal must include the following:

1. ☐ Completed application form, with the original signed and notarized signature pages.
2. ☐ Six (6) copies of the site plan illustrating the proposed modifications (minimum 11"x17", maximum 24"x36", scalable, **folded**).
3. ☐ One (1) reduced copy of the site plan (if submitting larger than 11" x 17" for Item 2).
4. ☐ One (1) set of manufacturer cut-sheets or light fixture details for all exterior light fixtures, if applicable.
5. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project.

C. If proposing site or building improvements, please include a drawing with the following information:

1. ☐ A site plan showing existing conditions and proposed changes. An aerial may be used detailing improvements
2. ☐ Legal description including total area of the property.
3. ☐ Address of the site.
4. ☐ North arrow.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant (if not the property owner).
7. ☐ Note the square footage of net additional impervious surface to be added.
8. ☐ If parking spaces are proposed to be added, note number of parking spaces existing on the site and number to be added. Conversely, if parking spaces are proposed to be eliminated, note the number of parking spaces existing and the number to be eliminated. Show the additional parking or the spaces to be eliminated on the site plan drawing.
9. ☐ Dimension the setbacks from the property line to existing and proposed improvements, if improvements are in proximity to a boundary.
10. ☐ Show the location of utilities and/or easements in the vicinity (+/-30 feet) of the proposed improvements.
11. ☐ Provide existing and proposed elevation drawings for trash enclosures, fences, etc. proposed to be changed.
12. ☐ Note landscape changes affected by the improvements. Landscaping will need to meet City Code requirements.

D. Minor Modification proposals involving architectural changes must be submitted with the following:

1. ☐ Colored elevation drawings or photograph of all existing buildings or structures on site
2. ☐ Colored elevation drawings of proposed changes.
3. ☐ Paint chips or materials samples as appropriate. In lieu of materials samples, manufacturers' information regarding the product may be submitted.